

D125: DEMO OF NABH – Accreditation standards for Hospital and Healthcare providers DOCUMENT KIT **Price 750 USD**

Complete editable document tool kit (Hospital manual, department manual, system procedures, process approach, health & safety procedures, SOPs, forms, audit checklist, etc.)

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Chapter – 1. Contents of NABH – Accreditation standards for Hospital and Healthcare providers document kit (More than 270 document files)

The total editable document kit has 10 main directories as below.

NABH – Accreditation standards for Hospital and Healthcare providers Editable Document kit

Sr. No.	List of Directory	Document of Details
1.	Hospital Manual	08 files in MS Word
2.	Department Manual	45 files in MS Word
	• CSSD Manual	28 files in MS Word
	• Emergency Preparedness Manual	06 files in MS Word
	• Infection control	08 files in MS Word
	• Medical Record	02 files in MS Word
	• HR Manual	01 files in MS Word
3.	System Procedures	08 system procedure in MS Word
4.	Health and Safety Procedures	09 health and safety procedure in MS Word
5.	Process Approach	16 process approach in MS word
6.	Standard Operating Procedures (SOPs)	89 standard operating procedures in MS Word
	Name of departments	
	Access assessment and continuity of care (AAC)	13 standard operating procedures in MS Word
	Care of Patient (COP)	21 standard operating procedures in MS Word
	Facility Management and Safety (FMS)	05 standard operating procedures in MS Word
	General	25 standard operating procedures in MS Word
	Human Resource Management (HRM)	02 standard operating procedures in MS Word
	Management of Medicine (MOM)	15 standard operating procedures in MS Word
Patient rights and Education (PRE)	05 standard operating procedures in MS Word	
Patient Safety and Quality Improvement (PSQ)	04 standard operating procedures in MS Word	
7.	System Formats	91 formats in MS Word
8.	Hospital Committee	01 files in MS Word
9.	Audit checklist	01 files of more than 250 questions
10.	NABH –Accreditation standards for Hospital document compliance matrix	01 File in MS Excel

Total 270 files quick download in editable form by e delivery

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B. Documentation:-

Our document kit is having sample documents required for implementation of NABH hospital accreditation as per latest National accreditation board of hospitals and healthcare provider standard (5th Edition April, 2020) for Accreditation standards for Hospital. The documents are prepared by the highly experienced team of people with rich experience of hospitals system establishment and process improvement and many hospitals are appraised successfully. **You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready as well as your team will get many ideas for system establishment to reduce the cost and effort with all necessary controls and your total documents are ready.** We had given all type of templates and organization use it as per their need and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to NABH – Accreditation standards for Hospital for and user can edit it in line with their own processes.

1. Hospital Manual:

It covers sample copy of hospital manual details for NABH – Accreditation standards for Hospital is implemented. It covers Introduction, scope of service, hospital policy, vision and mission, applicable laws and regulations, Quality policy and organization structure and covers 1st tier of NABH documents

Details of hospital manual

1. Cover page
2. Introduction
3. Scope of services
4. Hospital policies (Applicability of NABH Standards)
5. Vision and Mission
6. Applicable laws and regulation
7. Quality Policy
8. Organization structure

2. Department Manual:

It covers sample copy of department manual for NABH is implemented. It covers 5 department manual of NABH documents details given below

Details of department manual

1. Central sterility supply department (CSSD) manual
2. Emergency Preparedness Manual
3. Infection control
4. Medical Record
5. Human Resource management (HR Manual)

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3. System Procedures (08 Procedures):

It covers sample copy of system procedures covering all the specific practice areas of 08 processes. Our procedures help the organization to make the best system and quick process improvements. All procedures are divided in 08 system procedures as listed below.

List of system procedure

1. Procedure for control of non-conforming services
2. Procedure for management review
3. Procedure for document and data control
4. Procedure for corrective and preventive action
5. Procedure for control of quality records
6. Procedure for internal audit
7. Procedure for control of monitoring and measuring equipments
8. Procedure for Training

4. Health and Safety Procedures (09 Procedures):

It covers sample copy of health and safety procedures covering all the specific practice areas of 09 processes. Our procedures help the organization to make the best system and quick process improvements. All procedures are divided in 09 system procedures as listed below.

List of health and safety procedure

1. Procedure for hazards identification and risk assessment
2. Procedure for identification of legal and other requirements
3. Procedure for objectives and targets
4. Procedure for OHSMP
5. Procedure for consultation and communication
6. Procedure for operational control
7. Procedure for emergency preparedness and response
8. Procedure for performance monitoring and measurement
9. Procedure for incident investigation, non-conformity, corrective action and preventive action

5. Process Approach (16 System Process Approaches):

It covers sample copy of process approaches covering all the specific practice areas of 16 process approach. Our process approach helps the organization to make the best system and quick process improvements. All process approach are divided in 16 system process as listed below

List of process Approach

- | | |
|------------------------------|-------------------------------------|
| 1. Billing Section | 9. Medical shop |
| 2. CATH Laboratory | 10. Microbiology Laboratory |
| 3. Client Service | 11. Nursing Station |
| 4. ECG Laboratory | 12. Pathology Laboratory |
| 5. Engineering | 13. Purchase |
| 6. Human Resource Department | 14. Stores |
| 7. Linen Activity | 15. Utility |
| 8. Marketing | 16. X-Ray and Sonography Laboratory |

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6. Standard operating procedures (89 SOPs):

It covers sample copy of SOPs covering Access, assessment and continuity care (AAC), Care of patient (COP), Facility Management and Safety (FMS), Human resource management (HRM), Management of Medicine (MOM), Patient rights and education (PRE) and Patient safety and Quality improvement departments (PSQ). It covers all SOPs details list given below;

List of SOPs

Access, Assessment and Continuity of Care (AAC)

1. Scope of services
2. Registration
3. Policy for Admission
4. Filling the admission form
5. Procedure during non availability of beds
6. Laboratory safe practices
7. Radiology services
8. Admission of patient in ICU
9. Assessment Policy
10. Handling and disposal of radioactive wastes
11. Discharge Procedure
12. Patient Education on expected cost
13. Transfer Policy

Care of Patient (COP)

14. Uniform care of patient
15. Administration of Anesthesia
16. Admission Criteria for ICU
17. Ambulance services
18. Bed Management in ICU
19. Care of patient under Surgical Procedure
20. Care of Vulnerable Patient
21. Cardiac Pulmonary Resuscitation
22. Criteria for Discharge of Patient
23. Emergency care
24. Handling of Medical Legal Cases
25. End of Life Care
26. Nutritional Assessment of Patient
27. Pain Management
28. Prevention on Adverse Event in Surgical Patient
29. Quality Assurance Programme- Surgical Services
30. Rationale use of Blood & Blood Products
31. Rehabilitative Services
32. Sedation
33. Care of obstetrics Patient
34. Organ Transplant Policy

Facility Management and Safety (FMS)

35. Maintenance Activity
36. Code Blue
37. Code Pink
38. Code Red
39. Bio Medical Manual

46. Endoscopy
 47. Enquiry
 48. ENT
 49. Eye OT
 50. General Health Check Up
 51. GOT
 52. Gynac
 53. Kitchen
 54. Nursing Station
 55. Ortho and Neuro OT
 56. Paediatric
 57. Physiotherapy
 58. Plastic OT
 59. Urology and Lithotripsy
 60. Security
 61. SICU
 62. Landry
 63. Library
 64. Dental
- #### **Human Resource Management (HRM)**
65. Performance Review and Appraisal Policy
 66. Employee Grievance policy
- #### **Management of Medication (MOM)**
67. Pharmacy Services
 68. Hospital Formulary
 69. Acquisition of medicines
 70. Storage of medication
 71. Use of medical gases
 72. Disposal of Chemotherapeutic drugs
 73. Prescription of medicines
 74. Verbal order of medication
 75. List of high risk medication
 76. Dispensing of medication
 77. Use of Implantable Prosthesis
 78. Medication administration
 79. Use of Radioactive and Investigational Drugs
 80. Usage of Chemotherapeutic Agents
- #### **Patient Rights and Education (PRE)**
81. Patient Rights
 82. Informed Consent
 83. Protection of patient rights

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General

40. Casualty
41. CCU
42. CTOT
43. Dialysis
44. Dressing and plaster
45. EEG

84. List of condition required informed consent
85. Communication

Patient Safety and Quality Improvement (PSQ)

86. Safety Programme
87. Indicator Monitoring System
88. Sentinel events and incident reporting
89. Clinical Audit

7. Blank Formats (91 Formats):

It covers sample copy of forms required to maintain records in the hospital as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and hospitals are free to change the same to suit own requirements. The formats list given below;

List of Formats

- | | | |
|--|---|---|
| 1. Sanitation audit report | 32. Breakdown History card | 63. Operative notes |
| 2. Pest control report | 33. Request for microbiological testing | 64. Purchase Order |
| 3. Fumigation report | 34. Room Check list | 65. Indent cum incoming inspection report |
| 4. Operation theatre readiness form | 35. Anti termite treatment | 66. Supplier Registration form |
| 5. Toilet Cleaning record | 36. Rodent Treatment | 67. Approved Vendor list |
| 6. Daily Equipment Cleaning record | 37. Cockroach Treatment | 68. Daily stock statement |
| 7. House keeping records | 38. R.O. Plant Log Sheet | 69. Gate pass |
| 8. Suggestion Card | 39. Operation theatre readiness report | 70. Preservation assessment Report |
| 9. Patient Complaint Report | 40. Emergency register | 71. Master list cum distribution list of documents |
| 10. Inquiry Monitoring record | 41. Patient Transfer Register | 72. Change Note |
| 11. List of chain pulley blocks, lifts ,pressure vessels etc | 42. Patient Registration form | 73. Calibration status of instruments |
| 12. Evaluation Of OHS Hazards and Risks | 43. Blood Transfusion and Adverse Effects Form | 74. Master list of records |
| 13. OHS Review Of Prioritization Of Significant OHS Hazards Its Risks Feasibility Analysis | 44. Blood Transfusion Patient Information and Consent | 75. Indoor file papers arrangement |
| 14. OHSMP Progress Monitoring Report | 45. High risk consent | 76. Audit schedule/plan |
| 15. Near Miss Report | 46. Anaesthesia Records | 77. Internal audit non conformity report |
| 16. Investigation Report | 47. Post Operative Monitoring | 78. Corrective Action report |
| 17. Safety Inspection Check List | 48. Pre Operative Checklist | 79. Preventive Action report |
| 18. Work Permit Report | 49. Surgical safety checklist | 80. Training calendar |
| 19. First aid box check list | 50. Nursing Notes | 81. Training need cum record sheet |
| 20. Fire fighting checklist | 51. Estimate Form | 82. Induction training report |
| 21. PPE Preventive Maintenance check points | 52. SURGERY CONSENT FORM | 83. Job description and specification |
| 22. Location List of fire extinguisher | 53. Anaesthesia Consent Form | 84. Multi skill Index |
| 23. Fire hydrant checklist | 54. Discharge Summary | 85. Admission Check list |
| 24. Ambulance review checklist | 55. Crash Cart / Emergency Medicine Check List | 86. Discharge Check list |
| 25. Earthing pit test report | 56. Autoclave Register | 87. Checklist for personal file |
| 26. Disposal of non confirming work | 57. ADVERSE DRUG REACTION FORM | 88. Employee Training sheet |
| 27. Sterilization report | 58. Patient assessment & Plan of Care | 89. Credentialing and privileging of medical professional |
| 28. DG Set monitoring report | 59. MLC form | 90. Credentialing and privileging of |

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- | | | |
|-------------------------------------|--------------------------------------|------------------------------|
| 29. Steam Boiler Monitoring report | 60. MRD Register | 91. Nursing and allied staff |
| 30. Incineration plant report | 61. Narcotics Drug Register | 91. Vaccination records |
| 31. Preventive maintenance schedule | 62. Medication Administration Report | |

8. Hospital committee:

This gives the list of all 8 committees and formation of committee and functions and guidelines for the committee.

List of committees

1. Quality Improvement Committee
2. Infection Control Committee
3. Pharmaco- Therapeutic Committee
4. Medical Audit Committee
5. Safety Committee
6. Grievance Re-dressal Committee
7. Disaster Preparedness Committee
8. Ethics Committee

9. Audit checklist (more than 700 questions)

There covers audit questions to be used for hospital system auditing for objectively evaluate the adherence of system by functional heads to establish processes. It also includes audit questions as a quick reference for all related work areas of the hospital. Total more than 250 audit questions gives better understanding to the process owners as well as to the auditors to establish good system and process discipline in hospital as well as for each department. It will be very good tool for the auditors to make audit questionnaire while auditing and make effectiveness in auditing in the hospital.

10. Compliance matrix

This compliance matrix contains NABH – Accreditation standards for hospital and healthcare providers clause wise list of documented information for easy reference of users and to understand how this system is made.

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Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO/NABH consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO/NABH standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO/NABH series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO/NABH series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO/NABH series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO/NABH documents and training slides.

Global Manager Group is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

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Chapter-3.0 USER FUNCTION

A. Hardware:-

- Our documentation kit can better perform with the help of P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

B. Software used in Document kit

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

3.2 Features of Document kit:-

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing your hospital to the NABH accreditation.
2. The kit takes care of all the sections and sub-sections of NABH guidelines and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own NABH documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO, NABH consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant on line delivery of our products to user by sending e mail of user name and password

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